

## Job Aid:

### Purchase from a Vendor Online (Punchout) G2B Catalog

This Job Aid shows how to:

- Order from a G2B (Government to Business) Contract

#### Of Special Note:

COMMBUYS' punchout provides the ability to purchase Commonwealth approved items directly from the websites of certain sellers. Punchouts are COMMBUYS connections developed with specific sellers that allow buyers to 'punchout' to a seller's online shopping website to search for and choose the desired items. Once items are selected, the buyer transfers these items to COMMBUYS to start a release requisition. While COMMBUYS offers comparison shopping for most Blankets (contracts), when using a punchout all price comparisons must be done prior to the punchout to the G2B website. Use of the punchout ordering process provides several benefits:

- ensures organizations always get the correct and latest pricing on items under contract;
- provides a means to track spending with these sellers and for particular items;
- allows for improved contract price negotiation in the future;
- offers the convenience of an online shopping website while also allowing organizations to utilize COMMBUYS automated approval routing.

NOTE: Be sure to **turn off your Pop up Blocker**. COMMBUYS is supported by most standard browsers **except GOOGLE Chrome**. See the Notes in Step 1 for specific information.

#### Screenshot



Welcome To **COMMBUYS**

**COMMBUYS**  
OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

**COMMBUYS INFORMATION:**  
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.  
[Training and Registration for Purchasers](#)  
[Training and Registration for Sellers](#)  
[Job Aids for Purchasers](#)  
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)  
Register here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using COMMBUYS.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)  
Browse open bid opportunities.
- [Active Contracts](#)  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)  
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)  
Search for registered vendors.

Login ID:   
 Password:

[Forgot your password?](#)

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#### Directions

1. Launch the COMMBUYS website  
<https://www.commbuys.com/bsol> into the Browser.

Login using your Login ID and password.

You must have either the basic purchasing or department access role to order from a G2B Catalog.

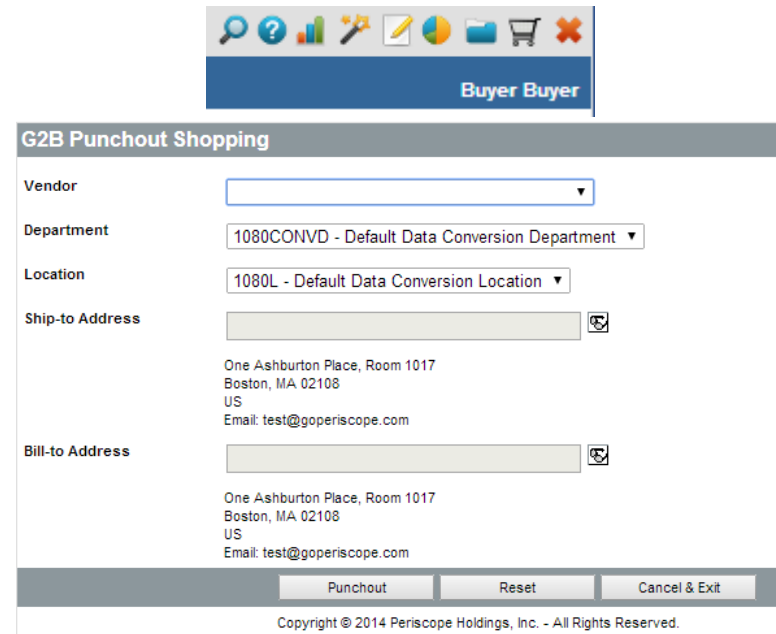
NOTE: In order to take advantage of the COMMBUYS feature supporting the purchase of goods from vendor punch-out catalogs, remember to turn the pop-up blocker in your browser off.

COMMBUYS is supported by most standard browsers, including Internet Explorer, Firefox and Safari. Because of the unique way Google Chrome manages menus and pop-ups, COMMBUYS features may not work properly with Chrome.

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#### Screenshot



#### Directions

2. Click the '**Shopping Cart**' icon on the upper right side of the Header bar. The **G2B Punchout Shopping** screen will appear. (Be sure the browser pop-up blocker is disabled before beginning.)

Prior to redirection to the seller's website to view and select Items, you must complete the **G2B Punchout Shopping** screen. First, select the punchout **Vendor** for the order. Choose the appropriate **Department**, **Location**, **Ship-to** and **Bill-to Address** for the order. Your default information will populate these fields.

Punchout Requisitions cannot have different ship-to or bill-to addresses by line item. All items on one punchout can only be shipped to one address and billed to one address.

**NOTE: The information entered on this screen cannot be changed once you 'punchout' to the seller's website.**

Select the **Punchout** button at the bottom of the screen.

3. The selected seller's website displays.

Its' appearance is similar to the seller's public website; however it will contain only the items and pricing available under the contract. COMMBUYS will remain open in the background.

This example uses W.B. Mason's punchout.

Note: Punchout Catalogs are unique for each Vendor, so the following steps may vary slightly.









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#### Screenshot

Select Action... Update Cart Empty Cart Sort By Select...

Product	Price	Total
 <b>Post-it® Notes</b> Mini Cubes, 2 x 2, Assorted Ultra Colors, 3 400-Sheet Pads/Pack Availability: <a href="#">Next Day</a> MMM20513PK	\$4.31/PK	4 Qty \$17.24
 <b>Swingline®</b> S.F. 1 Standard Economy Chisel Point 210 Full Strip Staples, 5,000/Box Availability: <a href="#">Next Day</a> SWI351081ND	\$0.66/BX	2 Qty \$1.32
 <b>Universal®</b> File Folders, 1/3 Cut Assorted, One-Ply Top Tab, Letter, Manila, 100/Box Availability: <a href="#">Next Day</a> UNV121131ND	\$5.10/BX	3 Qty \$15.30
 <b>Universal®</b> Small Binder Clips, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen Availability: <a href="#">Next Day</a> UNV102001ND	\$0.22/DZ	120 Qty \$26.40
<b>Sub-total:</b>		<b>\$60.26</b>

**SAVE CART** Tip! - Click the "Save Cart" button to save this cart for future purchase. [Proceed to Checkout](#) [Continue Shopping](#)

#### Directions

4. You can now shop by using the vendor's website search tools and adding items to your shopping cart.

When you are finished shopping, review your cart and submit/check out.

In this example click **Proceed to Checkout**.

Note: The Proceed to Checkout button may be called something else in another G2B website. For example Fastenal's webpage reads "complete checkout"

5. In this example the Proceed to Checkout button takes you to a COMMBUYS window.

Click **Save & Continue** to start the requisition

The seller's website will close and a requisition in COMMBUYS will be created when you submit the shopping cart.

Please select the fiscal year for the new document from the dropdown below.

Fiscal Year: 2015

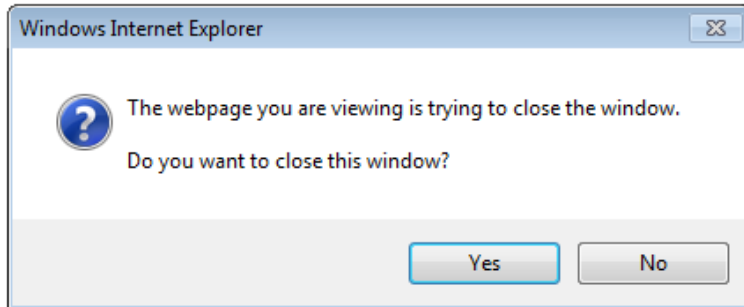
Save & Continue

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#### Screenshot



#### Directions

6. You will see a popup message asking if you want to close this window.

Click **Yes**

Release Punchout Requisition RQ-15-1080-1080C-1080L-00000000809 Status: 1RI - In Progress

General Items Vendors Address Accounting Routing Attachments Notes Reminders Summary

Requisition Number: RQ-15-1080-1080C-1080L-00000000809 Short Description\*: G2B From W.B. Mason

Status: 1RI - In Progress Fiscal Year: 2015

Department\*: 1080CONVD - Default Data Conversion Department Organization: Operational Services Division

Location\*: 1080L - Default Data Conversion Location Solicitation Enabled: ☐

Required By Date:  Entered Date: 08/07/2014

Requisition Type: Release Type Code:

Requestor: Buyer Buyer Purchaser:

Contact:  Contact Phone:  -

Alternate ID:  Tax Rate:

Estimated Cost: \$60.26

Print Format\*: Requisition print form

Date Last Updated: 08/07/2014 09:55:27 AM User Last Updated: Buyer Buyer

Save & Continue

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7. A COMMBUYS Release Punchout Requisition with your selected items will appear when the seller's website closes.

The requisition is in an 'In Progress' status; some fields have populated from the information entered before the 'punchout'. Most of the requisition will be un-editable.

The **Short Description** field was populated but the information can be edited.

- For example: users can enter their agency's document numbering schema along with a few keys words about the Purchase

Click **Save & Continue** and Click to the **Items Tab**

Release Punchout Requisition RQ-15-1080-1080C-1080L-00000000809

Status: 1RI - In Progress

General

General

Vendors

Address

Accounting

Routing

Attachments

Notes

Reminders

Summary

Vendors

Address

Accounting

Notes

Sort by Column: Print Sequence

Sort Descending

Item #	Links	Print Sequence	Item Description								Total Cost	Reportable
			Quantity	Minimum Order Quantity	Catalog Price/Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount		
1	Master Blanket # / Line # <a href="#">PO-14-1080-0520H-0520L-00000001414</a> / 1	1.0	Mini Cubes, 2 x 2, Assorted Ultra Colors, 3 400-Sheet Pads/Pack								\$17.24	<input type="checkbox"/>
			4.0	0.0	\$4.31	\$4.31	PK	\$0.00	\$0.00			
2	Master Blanket # / Line # <a href="#">PO-14-1080-0520H-0520L-00000001414</a> / 1	2.0	S.F. 1 Standard Economy Cheesepoint 210 Full Strip Staples, 5,000/Box								\$1.32	<input type="checkbox"/>
			2.0	0.0	\$0.66	\$0.66	BX	\$0.00	\$0.00			
3	Master Blanket # / Line # <a href="#">PO-14-1080-0520H-0520L-00000001414</a> / 1	3.0	File Folders, 1/3 Cut-Assorted, One-Ply Top Tab, Letter, Manila, 100/Box								\$15.30	<input type="checkbox"/>
			3.0	0.0	\$5.10	\$5.10	BX	\$0.00	\$0.00			
4	Master Blanket # / Line # <a href="#">PO-14-1080-0520H-0520L-00000001414</a> / 1	4.0	Small Binder Clips, Steel Wire, 3/8" Capacity, 3/4" Wide, Black/Silver, Dozen								\$26.40	<input type="checkbox"/>
			120.0	0.0	\$0.22	\$0.22	DZ	\$0.00	\$0.00			
										Total	\$60.26	

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8. The items selected in the cart were brought over and are now in the Items tab of the Requisition.

You will not be able to add or delete items that are imported during the Punchout. If an error is made you will need to start the punchout again, as no changes to the items can be made once the information has been brought into COMMBUYS.

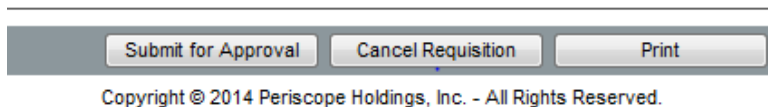
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#### Directions

9. Click the **Submit for Approval** button on the bottom of the Summary tab once you have completed the requisition.



10. After the requisition has completed its approval path workflow you will see a new PO in your control center.

It will be in a 'Ready to Send' status. Click on the PO number to open the document.



11. The PO opens the Summary tab; scroll to the bottom of the page.

Click the **Save and Continue** button to send the G2B order to the Vendor for processing.

